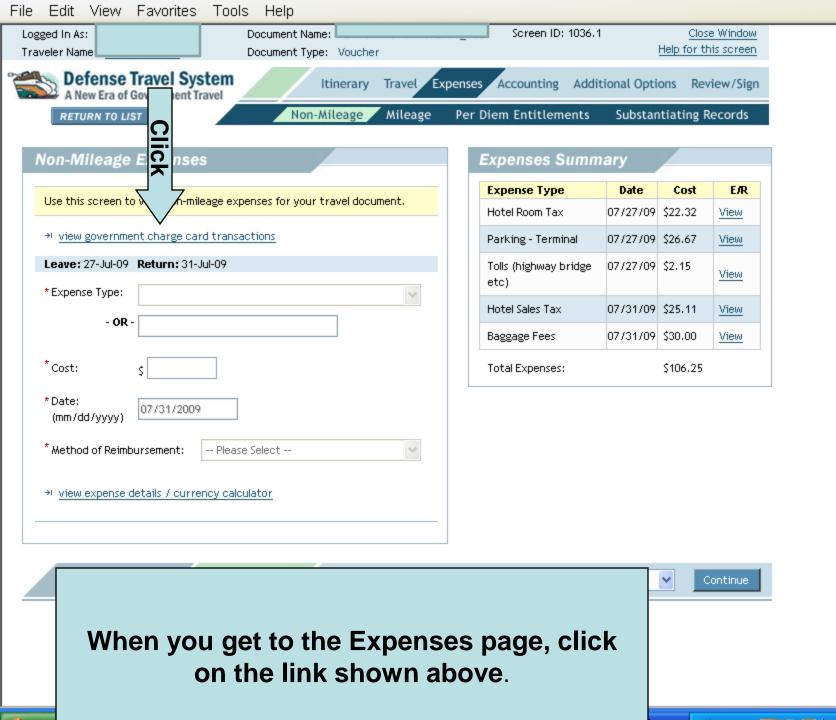
Didja Know?



- You can "see" what you have charged on your GTC at the voucher level?
- This might be the crystal ball you were looking for.
- Take a look at the following to see what we mean.



Charge Card Transactions

This screen is used to turn a charge card transaction into an expense on the travel document. However, you are currently in 'view only' mode and access to this functionality is not permitted. Select 'Return' to return to the 'Non-Mileage Expense' screen.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

CITI

Description	Date	Amount	
THRIFTY PARKING MCI (7523)	07/31/2009	\$ 26.67	
GOLDEN SANDS MOTEL (7011)	07/31/2009	\$ 419.43	
THRIFTY CAR RENTAL 510 (3395)	07/31/2009	\$ 237.36	
DELTA AIR 0062507066326 (3058)	07/30/2009	\$ 15.00	
DELTA AIR 0062507430181 (3058)	07/27/2009	\$ 15.00	
CWTSATOTRAV 0067693082426 (4511)	07/24/2009	\$ 13.00	
DELTA AIR 0067693082426 (3058)	07/24/2009	\$ 898.40	
MCOAF LODGING (7011)	06/30/2009	\$ 39.00	

Expenses Summary

Expenses Summary			
Description	Date	Amount	
Pvt Auto-Terminal	07/27/201	44.55	
Pvt Auto-Terminal	07/31	ion-mi	leag
Hotel Room Tax	/ /	Amount 14.55 100-mi	_{vhen}
Parking - Terminal	Dr		
Tolls (highway bridge etc)	07/27/2009	\$ 2.15	
Hotel Sales Tax	07/31/2009	\$ 25.11	
Baggage Fees	07/31/2009	\$ 30.00	

Total Expenses: \$ 195.35

Return

CitiBank Charges





















You can verify and add expenses to their voucher if there is an "Add" button to the right of the expense.



Ta-Da!

Not all of the expenses might be visible at the time the voucher was signed.

But this is a great tool.